

**RULES
OF THE
TENNESSEE DEPARTMENT OF PERSONNEL**

**CHAPTER 1120-3
POSITION CLASSIFICATION**

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1120-3-.01 PURPOSE. To establish rules concerning position classification and the classification plan.

Authority: T.C.A. §§8-30-202, 8-30-203, 8-30-204, 8-30-209 and 8-30-224. **Administrative History:** (For history prior to January 2, 1988, see pages 1-2). Repeal and new rule filed November 18, 1987; effective January 2, 1988.

1120-3-.02 POSITION CLASSIFICATION. Position classification is the grouping of individual positions for the purpose of administrative action. Positions are grouped on the basis of similarity of duties, authority and responsibilities assigned, such that the same rates of pay and tests of fitness may be applied to all positions placed in the classification.

Authority: T.C.A. §§ 8-30-202, 8-30-203 and 8-30-204. . **Administrative History:** (For history prior to January 2, 1988, see pages 1-2). Repeal and new rule filed November 18, 1987; effective January 2, 1988

1120-3-.03 CLASSIFICATION PLAN. The classification plan established and maintained by the Commissioner is a compilation of the officially authorized classes of positions for the State service. The plan contains the classification specification for each classification in the career service which may be subdivided, grouped, or ranked as deemed proper by the Commissioner, and a statement of the factors and definitions of those factors used in position classification and job evaluation in the career service. The classification plan shall take effect when approved by the Governor, or on the thirtieth day after it is recommended to the Governor, if prior to that time it has not been disapproved by him.

Authority: T.C.A. §8-30-209. . **Administrative History:** (For history prior to January 2, 1988, see pages 1-2). Repeal and new rule filed November 18, 1987; effective January 2, 1988. Amendment filed August 25, 1994; effective December 29, 1994.

1120-3-.04 CLASSIFICATION SPECIFICATIONS. Classification specifications for the career service include the following:

- (1) *Classification Title.* The classification title should be brief, descriptive, and consistent with other titles in the plan.
- (2) *Summary or Definition.* A brief description of the classification.

(Rule 1120-3-.04, continued)

- (3) *Distinguishing Features.* A brief description of the primary features that distinguish the classification from other classifications.
- (4) *Examples of Duties and Responsibilities.* A synopsis of the major duties, authority, and responsibilities typically assigned to positions of the classification. Such examples should not be construed as declaring the extent of the duties, authority, and responsibilities of any position, or be interpreted as limiting or restricting the power of the appointing authority to assign, direct, or control employees under his supervision.
- (5) *Minimum Qualifications.* A statement of the minimum requirements of training, education and experience, and any special requirements necessary to qualify for examination or consideration for appointment. The minimum qualifications should include the amount and kind of training, education, and experience required and the type and grade of work within each occupation including the basis and limits of substitutions of additional experience for education and of education for experience where applicable. For appointments in the career service, minimum qualifications represent a standard which must be met when the position is filled. For appointments in the executive service, minimum qualifications are a guide the appointing authority may follow in filling positions.
- (6) *Examination Method.* A description of the examination method or methods used in filling positions which may include written tests, evaluations of education and/or experience, performance tests, interviews, and other methods deemed appropriate by the Commissioner.

Authority: T.C.A. §8-30-209. . **Administrative History:** (For history prior to January 2, 1988, see pages 1-2). Repeal and new rule filed November 18, 1987; effective January 2, 1988

1120-3-.05 CLASSIFICATION AND EVALUATION METHOD. Positions in the career service will be classified according to their assigned duties, authority, and responsibilities using methods of position classification and job evaluation prescribed by the Commissioner.

Authority: T.C.A. §8-30-202, T.C.A. 8-30-203 and T.C.A. 8-30-204. . **Administrative History:** (For history prior to January 2, 1988, see pages 1-2). Repeal and new rule filed November 18, 1987; effective January 2, 1988

1120-3-.06 USE OF CLASSIFICATION TITLES. The classification titles in the classification plan are used to designate all positions in the State service in all official records, vouchers, and communications concerning those positions. This requirement does not preclude the use of working titles by employees in those positions where the use of working titles is helpful in the employee's performance of duties, authority, and responsibilities as authorized by the appointing authority.

Authority: T.C.A. §8-30-213. . **Administrative History:** (For history prior to January 2, 1988, see pages 1-2). Repeal and new rule filed November 18, 1987; effective January 2, 1988

1120-3-.07 POSITION CLASSIFICATION ACTIONS.

- (1) All positions in the State service must be placed in a classification in the classification plan. Any new position established in the State service must be placed into an approved classification, and if no classification exists in which the new position may be properly placed, a new classification will be established in the classification plan.
- (2) If an appointing authority makes a permanent change in any significant duties, authority, or responsibilities assigned to a position, such appointing authority must notify the Commissioner of the change in a manner prescribed by the Commissioner to determine if reclassification of the position to a different classification in the classification plan is necessary.

(Rule 1120-3-.07, continued)

- (3) If a change in assigned duties, authority, and responsibilities results in the position being reclassified, the incumbent in the position shall not be deemed eligible to continue unless the incumbent is eligible for original appointment, reappointment, promotion, mismatch, reclassification or reduction in rank to a position in the new classification at the time the position is reclassified. If ineligible to continue in the position, the incumbent may be transferred, reclassified or separated by appropriate action in accordance with the provisions of these rules and the Act.
- (4) The Commissioner may make additions, deletions, and changes to the classification plan as the kind and nature of work performed in the State service changes and such changes require new classifications, changes to existing classifications, or classifications become obsolete. If a career service classification is changed due to a modification in the structure of the classification plan, positions are reallocated. The incumbents in positions that are reallocated may continue in the revised classification without further examination or certification and with no change in employment status.
- (5) If a position is abolished which results in a career service employee being laid off and a new position is then reestablished with the same or essentially similar duties within one hundred and twenty (120) days of the date of the layoff, the career service employee must be appointed to the newly created position.

Authority: T.C.A. §§8-30-202, T.C.A. 8-30-203, T.C.A. 8-30-204, T.C.A. 8-30-210, T.C.A. 8-30-211, T.C.A. 8-30-212. . **Administrative History:** (For history prior to January 2, 1988, see pages 1-2). Repeal and new rule filed November 18, 1987; effective January 2, 1988